

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	SUPERSEDES: AR 107 (07/10/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 111 ORGANIZATIONAL CHART	EFFECTIVE DATE: 07/20/03

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>111.01</u>	ORGANIZATIONAL CHARTS	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>07/20/04</u>

PURPOSE

To set forth guidelines for the development of charts that reflects the actual organizational structure of the Department.

To provide for approval, periodic review, and revision of the charts.

AUTHORITY

NRS 209.131

RESPONSIBILITY

Division Heads shall develop organizational charts that actually reflect grouping of functions, the effective span of control, lines of authority, and orderly channels of communications. **(3-4011)**

DEFINITIONS

DIRECTOR – The Director of the Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department; such as Personnel, Inmate Services, Fiscal, Inspector General's Office, Procurement, Accounting, Offender Management, Stores, Medical and Prison Industries.

APPLICABILITY

This regulation applies to all employees of the Department.

PROCEDURES

111.01 ORGANIZATIONAL CHARTS

1.1 Development of Charts

1.1.1 Central Office – Each Division Head will coordinate the development of an organizational chart that reflects the lines of authority and areas of responsibility.

1.1.2 Institutions/Facilities – Each Warden, with the approval of the Assistant Director of Operations will develop organizational charts for each institution/facility.

1.1.3 Medical/Mental Health – The Medical Director and Mental Health staff will jointly prepare the organizational charts for medical and mental health staff.

1.1.4 Prison Industries – The Assistant Director of Prison Industries will develop the organizational chart for Prison Industries staff.

1.2 Each chart will be developed in the Departmentally approved standardized format and will include all line staff categories.

1.3 Reviews and Approval

1.3.1 The Assistant Director of Operations will assemble all charts as one document and submit them to the Director.

1.3.2 The Director will have final approval of the organizational charts.

1.3.3 The charts will be updated as necessary, by the responsible party, and reviewed annually. All revisions must be approved in accordance with the steps outlined in 1.3.1 and 1.3.2.

1.4 All Wardens/Facilities Managers will sign and date organizational charts.

1.5 All organizational charts will be posted where all staff have access, and on the Department's website.

REFERENCES

ACA Standard 3-4011

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.